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Approved For Release 2003/05/27 : CIA-RDP84-00780R001400090058-7

DD/S 66-1074

DD/S REGISTRY

FILE

Personnel 15
25 FEB 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT : Agency Recruitment--Extension of Field Interviewing Program

1. I strongly support your proposal of 18 February 1966 to enlist the active assistance of senior Agency officials in our personnel recruitment program. This should give a most welcome and needed stimulus to current recruitment efforts.

2. At least two aspects of your proposal will require very careful handling, of course: the choice of individuals to assist you; and the instructions which they receive. I mention the first point primarily because many of the travelers who will be referred to you may have had little or no prior association or familiarity with recruitment activities and some of them may not be ideal participants. On the second point, I would urge that you develop some standardized briefing materials, much as you have done for the 100 Universities Program, to provide a common reference base for travelers on how to deal with applicants and what they can and cannot say to them. Caution must be exercised, for instance, to avoid "overselling" prospective candidates who may not be selected after their applications are submitted.

3. I am anxious to follow developments in this new program and will be glad to assist in any way that I can.

SIGNED Alan M. Warfield

for R. L. Bannerman
Deputy Director
for Support

AEO-DD/S:WFV:ews (24 Feb 66)

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